

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
AUGUST 14, 2003**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC Board) met by teleconference on August 14, 2003, at 1:30 p.m. Eastern Time. Chair Mr. Wayne Davis, Director of the South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification, led the meeting. The agenda for this meeting is shown in Attachment A, new action items are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D.

**WELCOME & ANNOUNCEMENTS**

Mr. Davis apologized to everyone for the last minute distribution of the agenda for the meeting, but was having an unforeseen computer problem likely caused by all of the computer viruses. He also reminded Board members that the NELAC Board meeting for October is being considered for the first week in October instead of the second.

**MINUTES AND ACTION ITEMS OF THE JULY MEETING**

Ms. Autry noted to the NELAC Board that RTI had to issue a stop work due to inappropriate funding being available, which is being corrected as quickly as the system will allow. Therefore, the review of the minutes from the July meeting were postponed until the September meeting and Ms. Autry will be taking the minutes until such time RTI is able to rejoin the group in the future. Action items, however, from the July meeting were reviewed and updated.

**NELAC 91**

Mr. Davis reminded the NELAC Board of the outline that he and Ms. Autry had provided during the July teleconference and noted that no further feedback was received. Ms. Autry shared with the NELAC Board that she had a brief conversation with Mr. Jerry Parr to indicate the INELA need for having a 3-day meeting followed by the remainder of the week being available to NELAC. Mr. Davis and Ms. Autry were scheduled to be part of an initial planning call for the interim meeting on Friday, August 15 and would report back to the NELAC Board any issues that arose from that discussion.

Ms. Autry also made the NELAC Board aware of the challenges that would be faced contractually given the expiration of existing contracts and the start-up of future potential agreements. The existing RTI IAG through GSA will expire on December 31, 2003. The solicitation currently advertised by the Agency with the potential option for meeting support for NELAC is scheduled for a December 2003 award.

**NELAC WEBSITE**

Mr. Davis asked Ms. Autry to provide the NELAC Board with a status on website revisions. Ms. Autry noted that with no specific feedback from anyone on what

they wanted to see on the website that she had been working directly with the web master for NELAC to see what changes/improvements could be done without making it necessary to hire a contractor to do additional work.

The release of the NELAC Standards from the NELAC 9 meeting in June has been delayed by the stop work of RTI. They should be available shortly upon the reinstatement of work by RTI.

#### **NELAC COMMITTEE VACANCIES**

The filled Nominating Committee was mentioned in addition to the need for membership, primarily State, to fill the Membership and Outreach committee. The Fields of Accreditation (FOA) / Fields of Testing (FOT) Subcommittee to the NELAC Board is up and running. Ms. Autry was going to be sure to keep the NELAC Board aware of progress as it is made.

Mr. Davis discussed briefly the meeting that he and Ms. Autry had with the Standards Review Committee toward the establishment of a glossary subcommittee under their purview.

Finally, Ms. Autry mentioned that some initial discussions were being scheduled between the INELA Executive Director, Mr. Jerry Parr, the INELA Board Chair, Ms. Carol Batteron, and herself to work on interaction between NELAC and INELA regarding feedback on the existing and future potential standards for NELAC. More details will be provided following subsequent discussions on the topic.

#### **NELAC STANDARD VS. NELAC STANDARDS**

Mr. Davis took a minute to remind the NELAC Board members about the conversation following NELAC 9 on this topic that was based on the materials provided by the former Program, Policy, and Structure Committee. Mr. Griggs felt that with proper articulation of the difference that new wording was unnecessary. Other NELAC Board members present agreed. To be clear, the document as a whole is the "NELAC Standard" and the chapters themselves are individual "standards".

While discussing what currently constitutes the "NELAC Standard," Ms. Autry raised the issue to the NELAC Board about pulling out those portions relating to the operation of the conference, given NELAC will no longer be developing "standards" for the conference. Materials only relating to the operation of the actual conference should be under the control of the Board of Directors not some outside standards development organization to determine basic operation. Several NELAC Board members recalled that this discussion originated during the NELAC 8 meeting without resolution. All NELAC Board members agreed that language relating to the basic operation of the conference should be maintained outside of the "NELAC Standard" and presented to the conference for separation during NELAC 9i.

All NELAC Board members agreed that a complete review of the existing NELAC Standard should be done to identify language those portions that are the operation components of the program. The chapters of the NELAC Standard were divided as follows: Constitution and Bylaws (no one – this was a given for removal); Chapter 1 (Ms. Autry); Chapter 2 (Mr. Griggs); Chapter 3 (Mr.

Sheibley); Chapter 4 (Mr. Wheatley); Chapter 5 (not necessary); Chapter 6 (Mr. Maloney and Ms. Shields); and Chapter 7 (not necessary). Reviews should be completed to discuss on the September call.

**ISSUES ASSOCIATED WITH INCORPORATION OF CHAPTER(S) DEVELOPED BY EXTERNAL SDOs INTO THE NELAC STANDARD**

Mr. Davis asked that discussion of this issue be deferred, due to limited remaining time in this meeting.

**COMMENTS/NEW ISSUES FROM THE FLOOR**

In response to Mr. Davis' call for other issues from the Board, Dr. Kimsey noted that he would report to the NELAC Board next time about the work going on surrounding chemical warfare. Ms. Autry confirmed with all the NELAC Board members that the October meeting would be moved to October 2<sup>nd</sup>.

**NEXT MEETING**

The next regularly scheduled meeting of the NELAC Board is September 11, 2003, at 1:30 p.m. Eastern Time, by teleconference.

**NELAC BOARD OF DIRECTORS TELECONFERENCE AGENDA  
August 14, 2003**

- 1) Welcome & Announcements
- 2) Minutes of the July 10, 2003 Teleconference -- Approval/Revision
- 3) NELAC 9i – January 2004 -- Meeting Structure & Agenda (carried over)
- 4) The NELAC Web Site - Clean-Up & Revision (update)
- 5) NELAC Committee Vacancies - Nominating, Membership/Marketing & Outreach and the Assessment of Need for Additional Ad hoc Committee(s) – (update)
- 6) NELAC Standard vs. NELAC Standards (carried over)
- 7) Issues Associated With the Incorporation of Standard(s) Developed by Organizations External to the NELAC Into the NELAC Standard (carried over)
- 8) Comments/New Issues From the Floor
- 9) Close

**Attachment B**

**NEW ACTION ITEMS  
NELAC BOARD OF DIRECTORS/CHAIRS  
AUGUST 14, 2003**

<b>Item No.</b>	<b>Action</b>	<b>Due</b>
1	Ms. Autry will initiate consideration of the role of Historian@ for the communications & outreach committee.	

**Attachment C**

**UNFINISHED ACTION ITEMS FROM PREVIOUS MEETINGS  
NELAC BOARD OF DIRECTORS  
AUGUST 14, 2003**

<b>Item No.</b>	<b>MEETING DATE</b>	<b>ACTION</b>	<b>STATUS</b>
20	12/2/02	Silky will explore the possibility of an OEI database that could serve the function of the NELAC database.	ASAP
16	5/8/03	Ms. Autry will draft a "Thank you@ to the responders to the PT provider poll for NELAC Board review at the next meeting.	Comple e
23	6/19/03	Ms. Autry will draft an approach addressing the need for both Aapproved@ and Aeffective@ EPA documents for consideration of the NELAC Board at its next meeting.	OnGoi ng
24	6/19/03	Board members should e-mail nominations for NELAC commi ttees to Ms. Autry or Mr. Davis by June 27.	Comple e

Note: items that were noted as Complete@ in previous minutes have been deleted from this list.

**LIST OF PARTICIPANTS  
NELAC BOARD OF DIRECTORS AND CHAIRS MEETING  
AUGUST 14, 2003**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Mr. R. Wayne Davis Chair	SC/DHEC Office of Environmental Lab Certification	T: (803)896-0972 F: (803)896-0850 E: davisrw@dhec.sc.gov
Ms. Aurora Shields Chair-Elect	KS Department of Health and Environment	T: (850)488-2796 F: (850)922-4614 E: silky.labie@dep.state.fl.us
Dr. Paul Kimsey Past Chair	CA Department of Health Services	T: (510)307-8419 F: (510)412-5848 E: pkimsey@dhs.ca.gov
Ms. Lara Autry Director	USEPA	T: (919)541-5544 F: (919)541-4261 E: autry.lara@epa.gov
Mr. John Duncan Acting Executive Secretary	USEPA	T: (919)541-2187 F: (919)541-2357 E: duncan.john@epa.gov
Ms. Barbara Burmeister (absent)	WI State Laboratory of Hygiene	T: (608)265-1100 F: (608)265-1114 E: burmie@mail.slh.wisc.edu
Mr. John Griggs	USEPA/OW	T: (334) 270-3450 F: (334) 270-3454 E: griggs.john@epa.gov
Mr. Thomas Maloney	USGS National Water Quality Laboratory	T: (303)236-3460 F: (303)236-3499 E: tmaloney@usgs.gov
Mr. Richard Sheibley	PA Department of Environmental Protection	T: (717)705-2425 F: (717)783-1502 E: rsheibley@state.pa.us
Mr. Scott Siders (absent)	IL EPA	T: (217) 785-5163 F: (217) 524-0944 E: scott.siders@epa.state.il.us
Mr. Gleason Wheatley	KY/Dept. of Environmental Services	T: (502)564-6120 F: (502)564-8930 E: gleason.wheatley@mail.state.ky.us
<b>Dr. Gene Tatsch (Contractor Support) (absent – stop work)</b>	<b>RTI International</b>	<b>T: (919) 541- 6930 F: (828) 628- 0659 E: cet@rti.org</b>